

Larchwood Primary School
Admissions Policy
Academic Year 2022/2023

LARCHWOOD



Accepted By	Ratified Date	Review Cycle	Review Date
Local School Committee	1/3/2021	12 Months	28/2/2022

Larchwood Primary School – Admissions Policy for the Academic Year 2022/23

Arrangements for Parents to Visit the School

Parents are welcome to visit the school by arrangement with the Headteacher when they move into the area or if they wish to see around the school prior to making a decision about their child's education. Parents of new entrants (Reception children) will be invited to meet the class teacher during the term before their child begins school.

Applications for places

All applicants are required to complete and submit an admission form to Essex County Council (ECC) School Admissions Services. This can be completed online <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Apply-Online.aspx> (first time Reception class applicants).

Our 2022/2023 Published Admission Number (PAN) is 60

Admissions Procedure

Places will be allocated to the school by Essex County Council, up to the published admissions number, for each year group. There is no guarantee of a place for children living in the priority catchment area. In the event of oversubscription, places will be allocated using the following criteria in the order given:

In order of priority:

1. Looked After Children and previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (as defined on page 15 of the Essex (as defined on page 15 of the Primary Education in Essex 2020/21 booklet); <https://www.essex.gov.uk/apply-for-a-primary-school-place>
2. Children with a sibling attending the school; (sibling is defined as set out in the primary education in Essex booklet, available online at <https://www.essex.gov.uk/apply-for-a-primary-school-place>
3. Children living in the priority admission area – postcode checker is available via [https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-\(Catchment\)-Area.aspx](https://secureweb1.essex.gov.uk/CAS/Priority-Admissions-(Catchment)-Area.aspx)
4. Remaining applications.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, with those living closest being given the highest priority.

Straight line distance* will be used to differentiate between applications in all criteria.

We recognise that some children will have only just reached their fourth birthday when they are due to start school. These Reception class children will be offered a full-time place to start in the September of the academic year in which they will be five.

The admission of pupils with an Education Health and Care Plan (EHCP) is dealt with by a separate procedure. Such children will be admitted to Larchwood Primary School if this school is named on the EHCP. This is a statutory entitlement under S.43 of the Children and Families Act 2014.

Home address applications are normally processed on the basis of the home address for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement is provided.

The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident'. This is generally the address of the parent/carer.

In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. Where this is the case, the application may be processed on the basis of that address and proof of address and the residence arrangement is required

with the application. The child must be living with the relative or carer 24 hours per day, for the majority of the school week.

Arrangements, where parents/carers can leave and collect children from another relative or carer on a daily basis, are regarded as childcare arrangements, and the child is not deemed to be 'ordinarily resident' with that person.

In all cases, LPS expects that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Address Checking

Where residency is relevant to an application for a school place, Larchwood Primary School (LPS) asks a random sample of applicants to provide proof of their home address.

LPS asks for proof of address for all applications that are approved and accepted by parents/carers and this needs to be provided to LPS before a child can start school.

Proof of address must be a copy of one of the following:

- UK driving licence;
- Council Tax notification for current year;
- a utility bill dated within the last six months (gas, electricity, water or landline phone).

Where there is reasonable doubt as to the validity of a home address, LPS reserves the right to make additional checks including, in some cases, unannounced home visits. If a school place is secured through false information regarding a home address, LPS may withdraw the place offered.

Timing of Admission

All children will be admitted full time in the September following their fourth birthday. As required by law, all Essex infant and primary schools provide for the full-time admission of all children offered a place in Reception year group from the September following their fourth birthday. Therefore, if a parent wants a full-time place for their children from September (at the school at which a place has been offered) then they are entitled to that full-time place.

Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in the school year. The law does not require a child to start school until the start of the term following their fifth birthday. Compulsory school age is reached at that point.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. Any parents interested in taking up a part-time place initially should contact the individual school(s) for further details as to what this would entail.

Where parents choose to defer entry, a school may reasonably expect that the child would start at the beginning of a new school term/half term.

Where a parent of a 'summer-born' child wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort must be submitted. The school will decide whether the application for a Reception place will be accepted or whether it will be treated as an application for a Year 1 place, the child's normal age appropriate cohort. If the application for a Reception place is not accepted this does not constitute a refusal of the place and there is no right to an independent statutory appeal.

Mid-Year Admissions

Applications for school places outside of the normal admission round, whether mid-year or at the start of the school year, should be made directly to Larchwood Primary School. A mid-year admissions form can be found on our school website [here](#) or, alternatively, you can obtain the form directly from the School Office by telephoning 01277 372450. If you have any queries, please contact the School Office on admissions@larchwood.essex.sch.uk. On receipt of an application, parents will be notified of the outcome in writing within 15 school days. Where the school is dealing with multiple mid-year admissions and does

not have sufficient places for every child who has applied for one, the allocation of places will be based on the oversubscription criteria mentioned above.

Late Applications

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which is available from the Local Authority. Late applications will be dealt with as detailed in this booklet from children resident in Essex.

Waiting Lists

The Local Authority will pass the Reception waiting list to Larchwood in the first week of the Autumn term. The waiting list for Reception will be held for the first academic year.

For midyear applications and for higher year groups, if the Local School Committee is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child's name will be automatically placed on the waiting list for that year group.

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy. The waiting lists will be held for the academic year the application was made.

If parents wish their child to remain on the Waiting List, they need to submit a midyear application to the Local Authority on an annual basis, in the latter part of the summer term.

In the event of a space becoming available the parents at the top of the list will be notified and offered the place. If the place is declined, then the next person on the list will be contacted until such time as the space is filled. The waiting list will be compiled in accordance with the oversubscription criteria as detailed within this document.

Appeals

Where parents are unsuccessful in securing a place at their preferred school, the following arrangements for an appeal within the terms of the 1980 Education Act and 1993 Education Act apply:

Parents have the right to appeal against an admissions decision to an Independent Appeal Panel. Information about how to appeal against a refusal of a school place will be sent with the offer pack from ECC. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.

*Straight line distance is calculated in accordance with the Primary Education in Essex booklet 2021/22, available to view on the website www.essex.gov.uk/admissions.